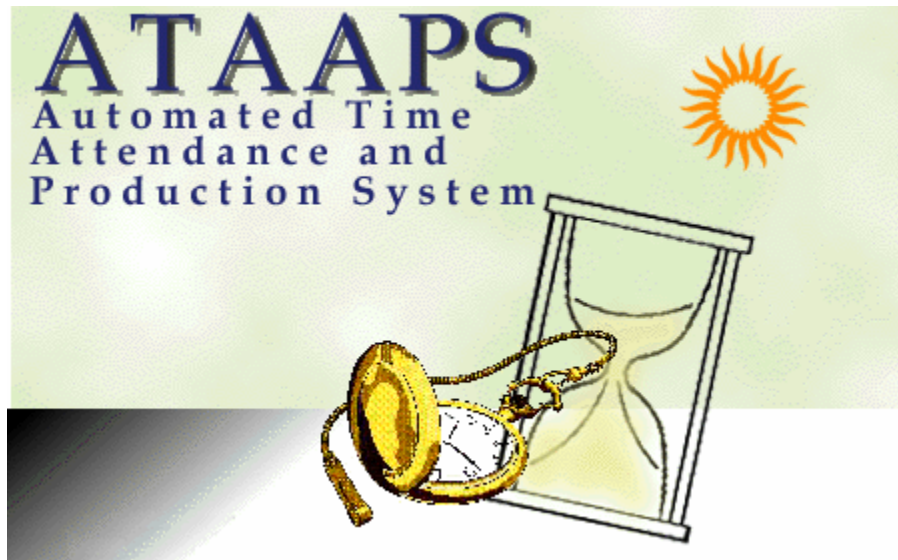


U.S. Department of Energy

Automated Time Attendance and Production System (ATAAPS)



ATAAPS Desk Guide – Team & Roster Management

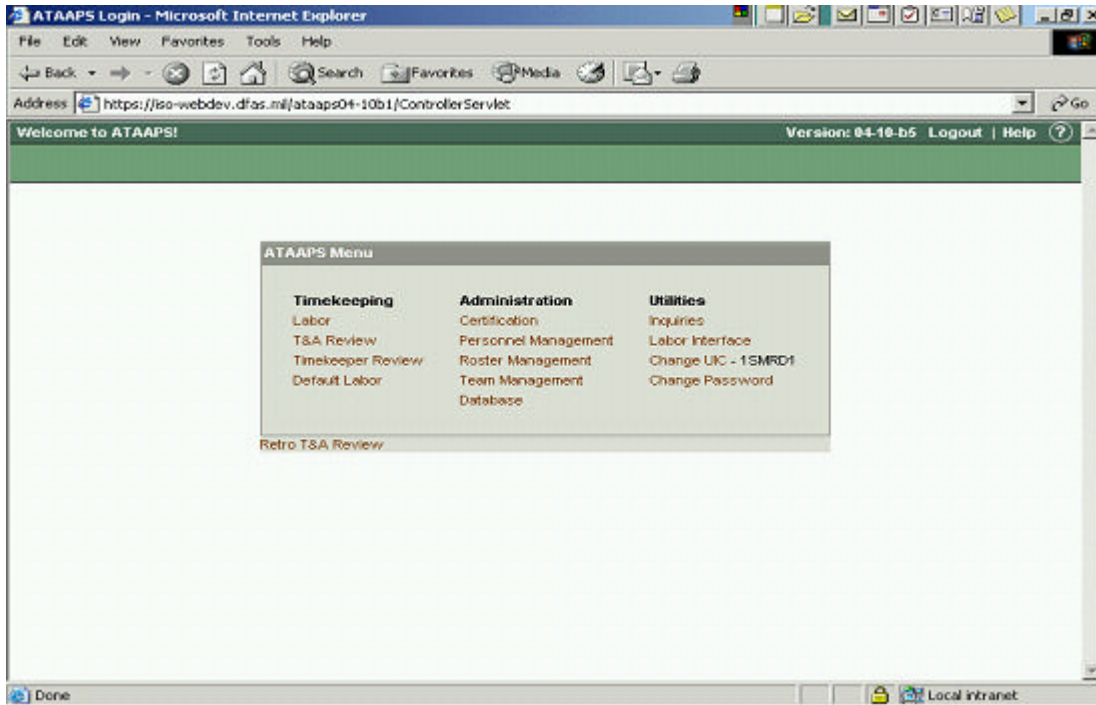
Prepared By:

Capital Accounting Center

March 2004

TEAM & ROSTER MANAGEMENT DESKGUIDE
ATAAPS RELEASE 04-10

- ◆ Team Management is used for:
 - ◆ Creation of new team within Work Center.
 - ◆ Adding existing employees to new or existing team.
 - ◆ Removing existing employees from currently assigned team.
 - ◆ The employees are closed to their existing team when moved to a new team.
 - ◆ The close date is calculated as one day prior to the open date to the new team.
- ◆ To access Team Management, click the hyperlink under the Administration section.
 - ◆ User must be granted security access by the Database Administrator.



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- ◆ To add a new team, click the Add button.

The screenshot shows a Microsoft Internet Explorer browser window titled "ATAAPS Labor - Microsoft Internet Explorer". The address bar displays "https://iso-webdev.dfas.mil/ataaps04-10b1/ControllerServlet". The page has a green header bar with "Administration: Team Management: Properties" and links for "Menu", "Logout", and "Help".

Below the header, there is a "Go to Bottom" link. The main content area is divided into two sections:

Employee Information

Logged in As: ERHART-D1-D1, BARBARA UIC: 1SMRD1

Team: ORG40 - Fuel Cell Branch-D1

Work Center: ORG40 - ORG40 - Fuel Cell Branch-D1

Below this section are links for "Properties", "Employees", "Supervisor", and "TimeKeeper".

Team Information

Description: ORG40 - Fuel Cell Branch-D1

Open Date: 05/09/1999

Close Date:

Pass To Accounting: ☒

Live Open Date: 05/09/1999

Live Close Date:

At the bottom of the form is a "Go to Top" link. The browser's status bar at the bottom shows "Done" and "Local intranet".

TEAM & ROSTER MANAGEMENT DESKGUIDE
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- ◆ Type in the Team Description.
- ◆ Select the Team Open Date using the calendar icon.
- ◆ Do not check Pass to Accounting box.
 - ◆ Since no file is to be passed, do NOT select Live Open Date.
- ◆ Select associated Work Center from drop down list.
- ◆ Select Supervisor from drop down list. (Optional field).
- ◆ Select Timekeeper.
 - ◆ The supervisor and timekeeper can NOT be the same person.
 - ◆ To select multiple timekeepers (primary and alternates) hold down the control key and then click on each Timekeepers' name. Each selection will remain highlighted.
- ◆ Click Save.
- ◆ Refer to the Help hyperlink for step by step instructions.

Team Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <https://iso-webdev.dfas.mil/ataaps04-10b1/ControllerServlet?operation=setCalendarDate&dateCode=TeamOpenDate&dateRow=null&rv> Go

Administration: Team Management: Properties: Team Add Menu Logout Help ?

Employee Information

Logged In As: ERHART-D1-D1, BARBARA, LIC: 1SMRD1

Team Properties

*Description: Region 3

*Open Date: 11/02/2003

Pass To Accounting: ☐

Live Open Date: 11/2

Live Close Date:

*Work Center: ORG40 - ORG40 - Fuel Cell Branch-D1

Supervisor: ERHART-D1-D1, BARBARA

*Timekeeper: MECHAM-D1-D1, VERA

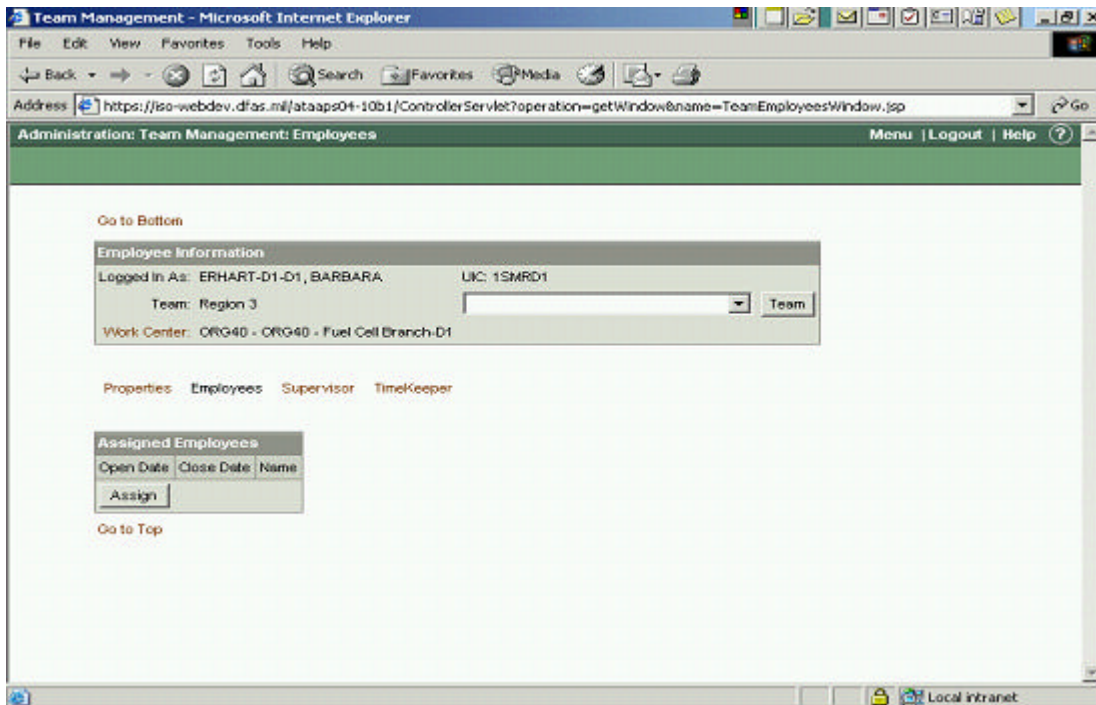
* Required Field

Save Cancel

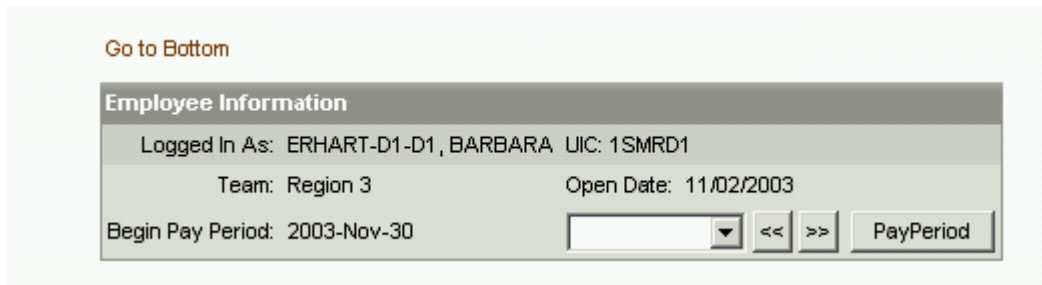
Done Local intranet

TEAM & ROSTER MANAGEMENT DESKGUIDE
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- ◆ To assign employees to a team, select the Team from the drop down (if different from the displayed Team) and then click the Team button.
- ◆ After desired team is displayed, click the Assign button.



- ◆ Select from drop down the Pay Period that the team assignment will begin if different from current pay period then click Pay Period button.



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- ◆ Assign the employee(s) by clicking in the box next to their name(s).
- ◆ Reasons for employees not displaying in list are as follows:
 - ◆ The employee has been closed in Personnel Management.
 - ◆ Employees with labor current or future to the pay period of the Effective Date of Assignment selected.
 - ◆ Employees with defaults or favorites settings in effect for pay periods current or future to the pay period of the Effective Date of Assignment selected.
 - ◆ Employees with a reporting work center that is the same as the work center for the team to which the employee is being moved.
 - ◆ Employees with team assignment future to the Effective Date of Assignment selected.
 - ◆ Employee close date becomes older than the most recent prior pay period based on the current system date
- ◆ Click Save.
- ◆ Note the Roster assignment warning.
 - ◆ If the Certifying Official will change, then the roster assignment must be changed.
 - ◆ This is addressed in the next section.

<input checked="" type="checkbox"/>	FAVREQ,TEST	444649731	ORG40 - Fuel Cell Branch-D1	10/05/2003
<input type="checkbox"/>	FCFREPORT-D1-D1,MISSTIMNOTOURORDFLT	333001006	TEAM WKC38XX CERT RPT 00-1-D1	03/26/2000
<input type="checkbox"/>	FFIGHTERTHREE-D1-D1,NAOMI	333030004	TEAM WKC32 - SERVICE-D1	05/09/1999
<input checked="" type="checkbox"/>	FIGHTERG,FIRE	444548791	ORG40 - Fuel Cell Branch-D1	11/02/2003
<input type="checkbox"/>	FIREFIGHTERUNGRADED,TESTADD	111130000	Not AWS-D1	06/01/2003
<input type="checkbox"/>	FORD-D1-D1,BECKY	444204444	ORG44 - Fuel Cell Reassembl-D1	05/09/1999
<input type="checkbox"/>	FOREIGN-NATIONAL1-D1,EMPTYPX	329112222	TEAM WKC32 - SERVICE-D1	05/09/1999

TEAM & ROSTER MANAGEMENT DESKGUIDE
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- ◆ The Supervisor and Timekeeper fields are view only.
- ◆ Contact the Database Administrator to change these fields.

[Properties](#) [Employees](#) [Supervisor](#) [TimeKeeper](#)

Assigned Supervisor			
Open Date	Close Date	Name	UIC
11/02/2003		ERHART-D1-D1, BARBARA	1SMRD1

[Go to Top](#)

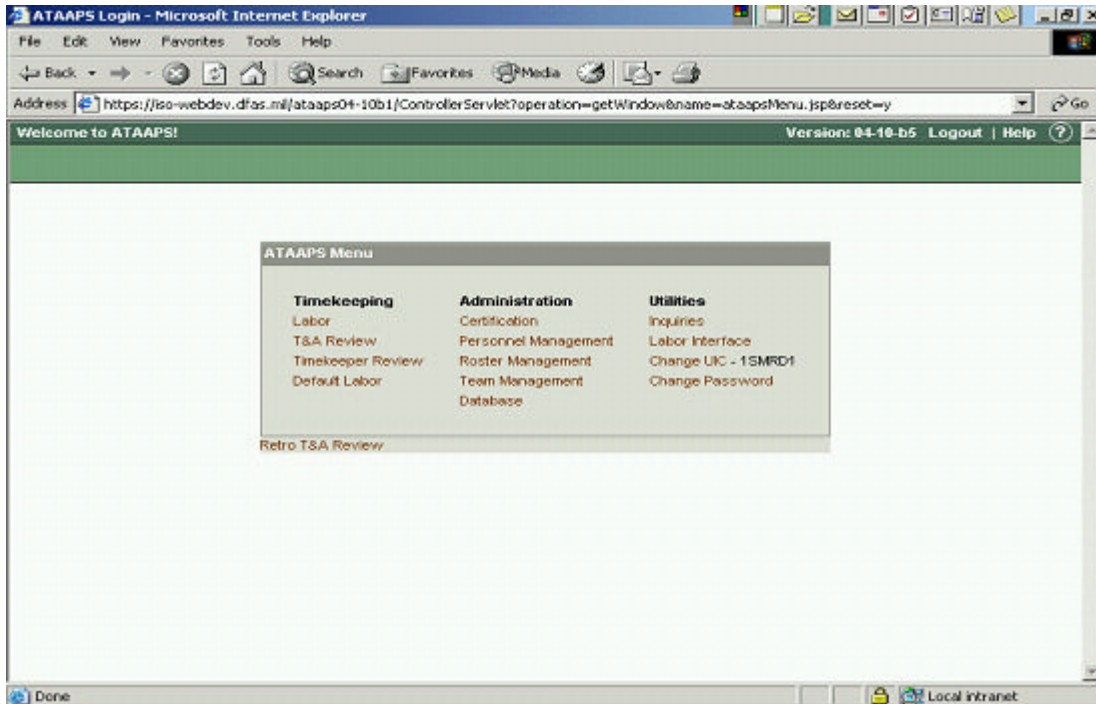
[Properties](#) [Employees](#) [Supervisor](#) [TimeKeeper](#)

Assigned Timekeepers			
Open Date	Close Date	Name	UIC
11/02/2003		MEACHAM-D1-D1, VERA	1SMRD1

[Go to Top](#)

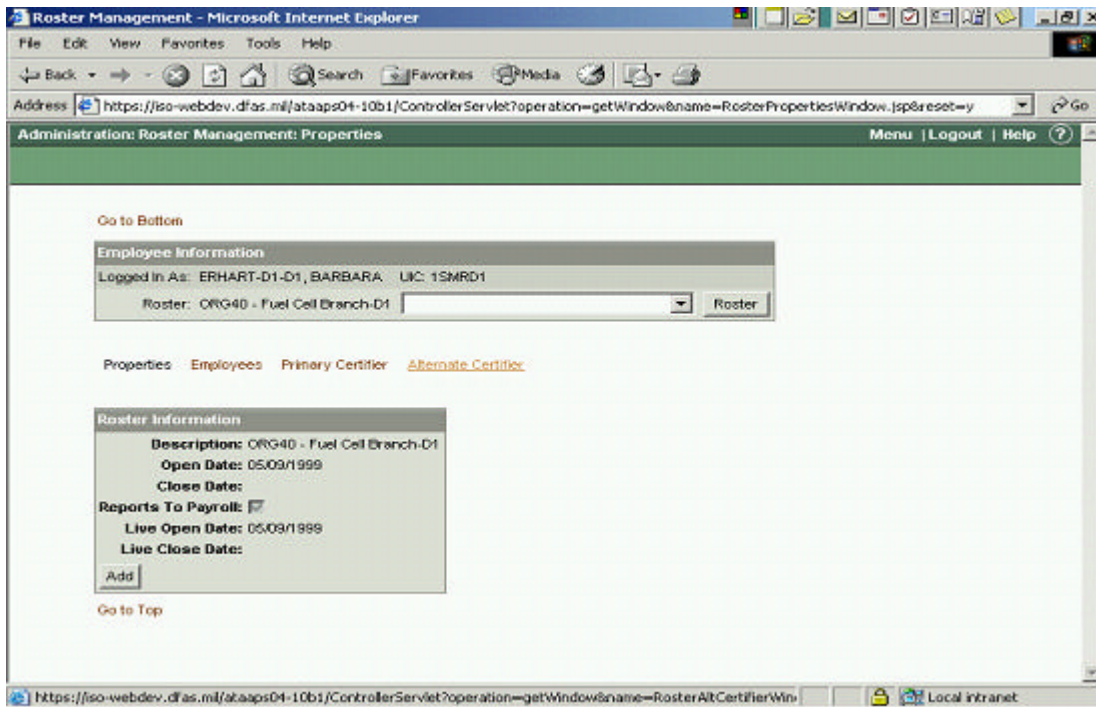
TEAM & ROSTER MANAGEMENT DESKGUIDE
ATAAPS RELEASE 04-10

- ◆ The purpose of Roster Management is to:
 - ◆ Add a new roster.
 - ◆ Assign employees to a roster.
 - ◆ Remove employees from their currently assigned roster.
 - ◆ The employees are closed to their existing roster when moved to a new roster.
 - ◆ The close date is calculated as one day prior to the open date to the new roster.
- ◆ To access Roster Management, click the hyperlink under the Administration section.
 - ◆ User must be granted security access by the Database Administrator.



TEAM & ROSTER MANAGEMENT DESKGUIDE
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- ◆ To add a new Roster, click the Add button.



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- ◆ Type in the new roster description
- ◆ Enter the Open Date using the calendar icon.
 - ◆ This allows employees to be assigned to the roster per the specified date.
 - ◆ This date is restricted to a pay period begin date.
- ◆ Check the Reports to Payroll box if this roster is to be paid.
- ◆ Enter the Live Open Date using the calendar icon.
 - ◆ This is the beginning date of the first pay period that the labor will be sent to DCPS for payroll processing. This date cannot be earlier than the Open Date.
- ◆ Leave the Close Date blank, unless the roster will be closing, then enter the end date.
- ◆ Select the Primary Certifier from the drop down list.
- ◆ Select the Alternate certifier(s).
 - ◆ Primary and Alternate certifiers can NOT be the same person.
 - ◆ To select multiple alternate certifiers hold down the control key and then click on each certifiers' name. Each selection will remain highlighted.
- ◆ Click Save.
- ◆ Refer to the Help hyperlink for step by step instructions.

The screenshot shows the 'Employee Information' header with the text 'Logged In As: ERHART-D1-D1, BARBARA UIC: 1SMRD1'. Below this is the 'Roster Properties' dialog box. It contains the following fields and controls:

- *Description:** A text box containing 'Region 3 Roster'.
- *Open Date:** A date field with a calendar icon, showing '11/02/2003'.
- Reports To Payroll:** A checkbox that is checked.
- Live Open Date:** A date field with a calendar icon, showing '11/16/2003'.
- Live Close Date:** A date field with a calendar icon, currently blank.
- *Primary Certifier:** A dropdown menu showing 'CARR-D1-D1, JAMES'.
- Alternate Certifier:** A list box containing four names: 'DANLEY-D1, STANLEY', 'DANLEY-D2, STANLEY', 'ERHART-D1-D1, BARBARA' (which is highlighted in blue), and 'FAVREQ, TEST'.
- * Required Field** label.
- Save** and **Cancel** buttons at the bottom.

TEAM & ROSTER MANAGEMENT DESKGUIDE
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- ◆ Click the Employee hyperlink
- ◆ Click the Assign button to add employee(s) to the roster.

[Go to Bottom](#)

Employee Information
Logged In As: ERHART-D1-D1, BARBARA UIC: 1SMRD1
Roster: Region 3 Roster

[Properties](#) [Employees](#) [Primary Certifier](#) [Alternate Certifier](#)

Assigned Employees

Open Date	Close Date	Name
<input type="button" value="Assign"/>		

[Go to Top](#)

TEAM & ROSTER MANAGEMENT DESKGUIDE
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- ◆ Select the Pay Period begin date from the Drop down list if different than current pay period and click Pay Period button.
 - ◆ This will be the pay period begin date that employee will be assigned to this roster.
- ◆ Select employee(s) by placing a check mark in the box next to their name.
- ◆ Reasons for employees not appearing in list are as follows:
 - ◆ The employee has been closed in Personnel Management.
 - ◆ Employees with labor current or future to the pay period of the Effective Date of Assignment selected.
 - ◆ Employees with roster assignment future to the Effective Date of Assignment selected.
 - ◆ Employee close date becomes older than the most recent prior pay period based on the current system date.
- ◆ Click Save.

[Go to Bottom](#)

Employee Information

Logged In As: ERHART-D1-D1, BARBARA UIC: 1SMRD1	
Roster: Region 3 Roster	Open Date: 11/02/2003
Begin Pay Period: 2003-Nov-30	<div style="display: inline-block; border: 1px solid black; padding: 2px;">▼</div> << >> <div style="border: 1px solid black; padding: 2px; margin-left: 5px;">PayPeriod</div>

Assigned Employees

Assign	Name	Ssn	Roster Description	Open Date
<input type="checkbox"/>	A,73981761%*****&	444717145	ORG40 - Fuel Cell Branch-D1	07/22/2003
<input type="checkbox"/>	AAS 02-3 X0266,QUERY ALT CERT ONLY-D1	302300003	AAS ROSTER#7 02-3 QUERY-D1	07/28/2002
<input type="checkbox"/>	AAS 02-3 X0266,QUERY SUPV ONLY-D1	302300001	AAS ROSTER#7 02-3 QUERY-D1	07/28/2002

TEAM & ROSTER MANAGEMENT DESKGUIDE
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- ◆ The Primary and Alternate certifier hyperlinks are view only.
- ◆ Contact your system administrator if these fields need updating.

[Properties](#) [Employees](#) [Primary Certifier](#) [Alternate Certifier](#)

Primary Certifiers			
Open Date	Close Date	Name	UIC
11/02/2003		CARR-D1-D1, JAMES	1SMRD1

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[Properties](#) [Employees](#) [Primary Certifier](#) [Alternate Certifier](#)

Alternate Certifiers			
Open Date	Close Date	Name	UIC
11/02/2003		ERHART-D1-D1, BARBARA	1SMRD1

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